Members Present:

Sen. Sheldon L. Killpack, Senate Chair
Rep. David Clark, House Chair
Sen. Curtis S. Bramble
Sen. Patricia W. Jones
Rep. Carol Spackman Moss
Mr. Jonathan Ball
Mr. Chris Bleak
Mr. Ric Cantrell
Mr. Mike Christensen

Mr. John M. Schaff

Members Absent:
Rep. Brad L. Dee

Staff Present:
Mr. Mark J Allred, IT Manager
Mr. Chris Parker, Associate General Counsel
Ms. Chelsea Barrett, Legislative Secretary

Note: A list of others present, a copy of related materials, and an audio recording of the meeting can be found at www.le.utah.gov.

1. Committee Business

Chair Killpack called the meeting to order 8:18 a.m.

MOTION: Chair Killpack moved to approve the minutes from the October 16, 2007 meeting. The motion passed unanimously.

2. Business Continuity and Disaster Recovery

Mr. Allred presented "Background to Business Continuity and Disaster Recovery." Mr. Allred noted that two main factors impact business continuity; standardization and customization. He explained that finding a balance between these two factors is important. Mr. Allred encouraged input from Legislator's on how to prioritize the potential disaster issues. He explained how standardization and customization relate to the Office of Legislative Research and General Counsel (OLRGC) and its IT department. Mr. Allred noted OLRGC uses different software which has proven to have advantages in customization, but it becomes more costly and difficult to support. He noted that overall, as customization increases, it becomes more difficult to achieve the necessary support.

Mr. Allred briefly went over "Business Continuity and Disaster Recovery," presented in a previous meeting. He explained that the IT staff has talked about these issues and prioritized issues for disaster recovery.

Sen. Killpack asked about the cost of dual servers with failover in Richfield. Mr. Allred noted that the rate is $768.00 per month. Mr. Ball noted that the rate is theoretical and could have changes and that cost is dependent on the amount of space needed.

Mr. Allred noted that the Capitol Hill Complex being unavailable, failure of server rooms, and broad disasters have all not been addressed and seemed to be less pressing. He noted that there is work to be done with developing these recovery operations and at the moment the move back into the Capitol building has been the priority for the IT staff.

Rep. Clark expressed that there is no need to have all recovery plans finalized in the next months before the end of the year. He would like to have a plan for these emergency scenarios in the upcoming year.

3.   Cross Office IT Staff Training

Mr. Allred presented "Cross Office IT Staff Training." He noted that throughout the Staff Offices, Senate and House there are both functional and technology overlaps. He noted that the network services are overlapped. However, the voting systems, file, and printers are different. He explained that differences add complexity between the several entities.

He continued to address the current plan for streamlining the IT issues amongst the House, Senate and Staff Offices as follows:

1. Mr. Allred noted that there would be advantages in consistency amongst the technology in the offices. He explained that each office handles IT issues differently and would like to encourage "best practices" and have these identified and adopted. He stated that all offices can learn something from each other.

2. Mr. Allred explained the "Documentation and Familiarization Process." He noted that this may include shared support days to familiarize the IT staff with the differences throughout the various entities. Additionally, he posed the question "Where we can get the most bang for the buck?" This includes who to contact about a certain issue, and identifying how to cover the cost. He added that OLRGC has started to cross train IT staff members in other offices. Mr. Allred explained two options for covering the costs. Option one entails a person hired as a general resource for the legislature. The other option includes keeping track of the hours and budgeting for each office.

Mr. Cantrell proposed that staff compile core skills used for each office and have that become a standard for technology skills required amongst the several IT staff personnel. Mr. Ball noted that there would need to be a central point of contact to regulate who gets contacted and when, particularly for after hours support.

4.   Podcasting of Committee Meetings and Floor Debates

Mr. Allred noted that podcasting of Committee meetings and floor debates is ready to be made available through the legislative website. He cautioned the Committee that making the audio available as MP3's makes it easier for the anyone to break up material recorded into sound bites. Mr. Allred explained that the Management Committee probably needs to give the final approval in order for this to go ahead. Both Chair Killpack and Chair Clark noted their support to publish the podcasts. The chairs directed this be brought up at the joint leadership meeting on November 13 for discussion.

Mr. Cantrell noted the caution needed with podcasts and advised the Committee to be ready when we open this new stream of information to the public. The Committee continued this discussion about the obstacles involved using the podcasting technology and how this should be looked at in a positive way.

5.   IT Staff Cooperation - Office of the Legislative Fiscal Analyst and Office of Legislative Research and General Counsel

The Committee did not discuss this item.

6.   Other Items / Adjourn

MOTION: Chair Clark moved to go ahead with plans for data storage in Richfield, priority status for legislator phone calls in the event of an emergency, and advancements with podcasting legislative meetings. The motion passed unanimously.

MOTION: Sen. Bramble moved to adjourn. the motion passed unanimously.

Chair Clark adjourned the meeting at 9:17 a.m.